

## Student transfer policy

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### 1. Introduction

Transfer means moving from one academic programme to another before the first has been completed. The two programmes may be at different providers. This policy sets out how students who have started programmes at other universities can transfer in to SOAS, how SOAS students can transfer to other universities, and how SOAS students can transfer from one SOAS programme to another.

### 2. Transferring to SOAS University of London from another institution

#### 2.1 SOAS Regulations

SOAS will consider applications for transfer into the second year of its undergraduate programmes, as set out in the General and Admissions Regulations:

##### **6.8 Recognition of Prior Learning for Taught Programmes**

*6.8.1 SOAS may, at its discretion, permit students to enter a programme at an advanced stage on the basis of prior learning where a student has already completed certified learning elsewhere. This process is called accreditation of prior learning or APL. Details of the procedure for applying for APL will be set out in the Admissions Procedure.*

*6.8.2 Applications for advanced entry onto taught programmes on the basis of prior learning (APL) may be considered, at the discretion of the School where:*

- a) The credit has been earned at and certified by a recognised degree-awarding body whose academic standards are judged by the School to be at least consistent with those set out in the Framework for Higher Education Qualifications of UK Degree Awarding Bodies (FHEQ);*
- b) The credit has been earned at the appropriate academic level and in an appropriate field of study;*
- c) The credit has been achieved through reaching the full pass mark for all modules concerned and not via a condoned or compensated pass;*
- d) The School is satisfied that the accredited prior learning is adequate to justify the recording of such learning as exemption from part of a programme;*
- e) The prior learning to be credited has been achieved within the last three years.*
- f) Accreditation for prior learning may only be considered and accepted prior to an applicant's registration on the SOAS programme of study for which it is to be applied. Retrospective applications for APL will not normally be considered;*
- g) The applicant is responsible for providing appropriate evidence of the prior learning with any application for APL.*

*6.8.3 Credits for modules awarded through APL are included when calculating the total number of credits achieved for the award of undergraduate honours degrees and taught masters degrees. However, credits for modules awarded through APL may not be considered when calculating the total number of credits achieved for an exit award.*

*6.8.4 Credits awarded through APL from institutions other than SOAS will be excluded from the calculation of the classification of undergraduate honours degrees and taught postgraduate degrees. Credits accrued at SOAS, including those previously studied and credited through APL, can be included in the calculation for classification in accordance with the Taught Degree Regulations.*

*6.8.5 For undergraduate programmes APL may be accepted up to a maximum of 120 credits. For postgraduate taught programmes APL may be accepted up to a maximum of 90 credits.*

## 2.2 Process

If you wish to transfer into a SOAS programme you should follow the usual application procedures for undergraduate or postgraduate programmes, as set out at <https://www.soas.ac.uk/admissions/>. Please do so as early as possible so that we can consider your application. You will need to show evidence that you:

- meet the entrance requirements for the programme you wish to join
- have studied on a programme in a similar subject
- within the last three years, have successfully completed 120 credits at level 4 (first year undergraduate) for transfer into Year 2 of an undergraduate programme

There are specific requirements for entry into Year 2 of the LLB programme, which are set out at <https://www.soas.ac.uk/admissions/ug/howtoapply/>.

The Admissions team will ask you for any additional evidence and will let you know whether SOAS can offer you a place.

## 3. Transferring from SOAS University of London to another institution

- 3.1 If you wish to leave SOAS permanently before completing your programme, you should follow the instructions at <https://www.soas.ac.uk/enrolment/changes-ug-pg/#Withdrawal>.
- 3.2 If you withdraw from SOAS after completing enough modules to be eligible for an exit award, we will ask the relevant Exam Board to consider making such an award. If an exit award is made, you will receive a certificate and transcript, and can use these as evidence if you wish to make an application to another university. You will also be invited to attend a Graduation ceremony.

A Certificate of Higher Education (CertHE) can be awarded to students who successfully complete Year 1 of an undergraduate programme (i.e. 120 credits, including core modules) but withdraw before completing the intended degree. Details of all available exit awards, and the

criteria for each, can be found in the Taught Degree Regulations at <https://www.soas.ac.uk/registry/degreeregulations/>.

- 3.3 If you withdraw from SOAS without being eligible for an exit award, you can request a transcript showing any modules or assessments you have completed. If you make an application to another university they are likely to request this as supporting evidence. See <https://www.soas.ac.uk/registry/forms/transrequest/> for details of how to request a transcript.

## 4. Transferring from one programme to another at SOAS University of London

- 4.1 If you are a SOAS student wishing to transfer to a different programme, you should follow the instructions at <https://www.soas.ac.uk/enrolment/changes-ug-pg/>. You can request a transfer at any time but after the first two weeks of the academic year, the transfer will not come into effect until the start of the following academic year.

## 5. Fees and funding

- 5.1 If you are a SOAS student and you transfer from the programme to which you were admitted – either to another SOAS programme or to a programme at another institution – we may be required to report this to external bodies who are funding your studies. This is the case if you have a loan from the Student Loans Company.
- 5.2 If you leave SOAS before the end of an academic year, you may be entitled to a refund of part of the fees you have paid for that year. The amount will depend on the date by which you tell us that you wish to withdraw: more details can be found at <https://www.soas.ac.uk/registry/fees/refundpolicy/>, or you can contact [fees@soas.ac.uk](mailto:fees@soas.ac.uk) or [Student Advice and Wellbeing](#) for more advice.

## 6. Student visas

- 6.1 Tier 4 visas cannot be transferred between institutions. If you are studying with a Tier 4 visa and wish to transfer into or out of SOAS, you will need a new CAS to show that you are now being admitted by a different sponsoring university. Please contact [compliance@soas.ac.uk](mailto:compliance@soas.ac.uk) or [Student Advice and Wellbeing](#) for more advice.

If you are studying with a Tier 4 visa and wish to transfer from one SOAS programme to another, we are required to report this to UKVI. In some circumstances, transfers may be prohibited by the visa rules in place at the time and you should check whether you need a new CAS or are subject to other restrictions before switching course.

Please contact [compliance@soas.ac.uk](mailto:compliance@soas.ac.uk) or [Student Advice and Wellbeing](#) for more advice.